# Preparing Blackboard Courses for Start of Year and Semester 2 (Staff)

All Semester 1/Full Year Blackboard course spaces and semester 2 course spaces should be available to students in Blackboard **one week before the scheduled course start date**. For a list of key dates related to Blackboard, please refer to Key dates for Blackboard.

A **three-step** process is required in order for course spaces to be made available to students in Blackboard:
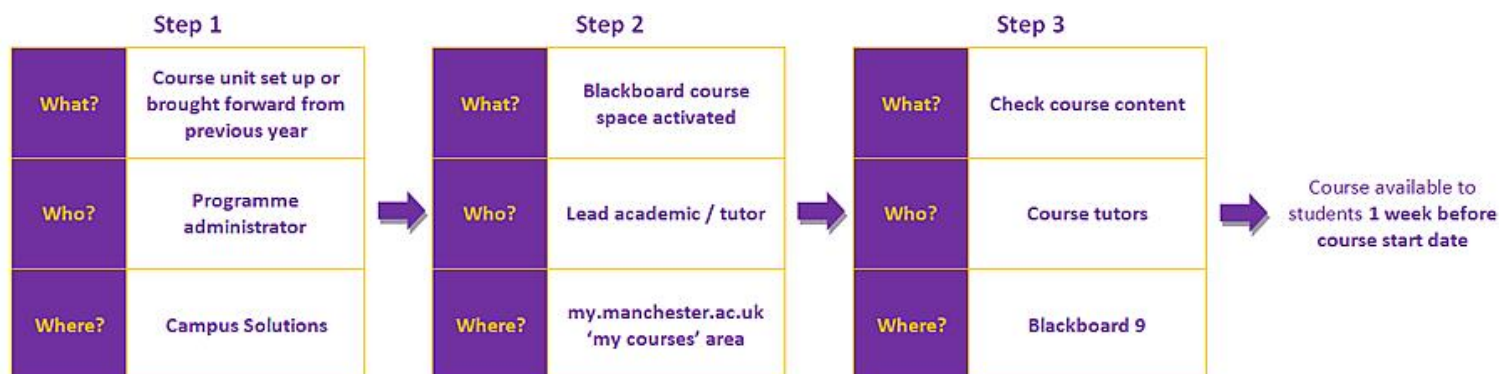
Step 1: **Programme administrators** are responsible for ensuring that the course unit has been set up for the next academic session in Campus Solutions. Administrators can find more details here: **Campus Solutions Operational Support Training Guide: Campus Solutions & Bb9 Integration**

Step 2: The **academic lead** for the unit must activate the Blackboard course space in the my.manchester staff portal. There are a number of choices available at this stage depending on whether this is a new course or a course you are rolling forward from a previous year. It is important that you read the following article before activating your course: **How to activate Blackboard 9 courses (STAFF)**

Step 3: **Course tutors** need to ensure that course material in the Blackboard course space is correct, complete and up-to-date. The **Post-activation course checklist** will help you to do this.

Related articles

FAQs and Troubleshooting Blackboard for start of year and semester 2 (STAFF)
How to activate Blackboard 9 courses (STAFF)
Key dates for Blackboard 9
Post course activation checklist for Bb9 (STAFF)
How to copy courses in Blackboard 9

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For further information and advice, please contact your Faculty eLearning team via the support centre: https://supportcentre.manchester.ac.uk , or phone 65544 between 9am and 5pm.